

# Nebraska Crime Commission



## APPLICATION INSTRUCTIONS FOR 2011 FEDERAL TITLE II & 2012 STATE JUVENILE SERVICES

**Applications are due in the  
Nebraska Crime Commission Office:  
Friday, January 6, 2012  
by 5:00 p.m. CST**

**NO EXCEPTIONS**

**FAXED COPIES WILL NOT BE ACCEPTED**

**If you have questions, please contact:**  
Cindy Gans, Juvenile Justice Federal Aid Administrator  
Nebraska Crime Commission  
(402) 471-3998  
Cindy.Gans@nebraska.gov

*In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).*

**NEW INSTRUCTIONS: Please Read Thoroughly**

Please read the NEW submission requirements thoroughly:

All applications are due in the Crime Commission office by 5:00 p.m. (CST) on Friday, January 6, 2012.

Faxed copies will NOT be accepted.

You must submit **all of the following below (Item #1 AND Item #2)** by 5:00 p.m. (CST) on Friday, January 6, 2012.

1. A PDF copy of your application emailed as an attachment to:  
Shawn.Roberts@nebraska.gov
2. One original and 2 copies to the Crime Commission:

**Submit Applications to Mailing Address:**

Nebraska Crime Commission  
P.O. Box 94946  
Lincoln, NE 68509

**Personal Delivery/Overnight:**

Nebraska Crime Commission  
5<sup>th</sup> Floor  
301 Centennial Mall South  
Lincoln, NE 68509

For assistance please contact:  
Cindy Gans, Juvenile Justice Federal Aid Administrator  
Nebraska Crime Commission  
(402) 471-3998  
Cindy.Gans@nebraska.gov

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## INITIAL INSTRUCTIONS

The Nebraska Crime Commission, in conjunction with the Nebraska Coalition for Juvenile Justice (NCJJ), is announcing the availability of the following federal and state juvenile justice grant funding opportunities:

- § 2011 Federal Title II Juvenile Justice & Delinquency Prevention Act Formula Grant Funds (JJ)
- § 2012 State Juvenile Services Grant Funds (JS)

The purpose of these funds is to better the juvenile justice system in the State of Nebraska. The funding priorities outlined in these application instructions support the goals of the Nebraska Crime Commission and the NCJJ statewide three-year plan. This plan is developed with community and professional input and the results of the *Comprehensive Juvenile Services Plans* submitted by counties in Nebraska.

The grant programs listed above offers over a million dollars in funding for juvenile justice programs. The application process is very competitive. Carefully read the guidelines for each program as well as the directions for completing the application. Read the guidelines for each program to determine where your project will best fit. On the applicant information page, check which program you are applying for – either Title II (JJ) or Juvenile Services (JS). If your project is eligible for more than one funding source, it will be considered under each program. Only check **one** program on the application for Nebraska Crime Commission office purposes.

**Continuation funding is not guaranteed from year to year. All subgrantees must submit an updated application annually.** If you are a currently funded program, apply for funding under the same grant fund and use the same project title. To assist you in knowing which program you are funded under, refer to your current grant number. Each grant number has two letters in the middle of the number. If you are submitting applications for more than one project, a separate application must be submitted for each project. The following letter combinations correspond to the following programs:

**JJ = Title II JJDP Federal Grants**

**JS = State Juvenile Services Grants**

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**A Grant Application Workshop is scheduled from 9:00 a.m. to 10:30 a.m. on Tuesday, November 8, 2011 at the State Troopers Association of Nebraska at the following location: 150 NW 40th Street Lincoln, Nebraska 68528. This will be an opportunity for potential applicants to learn about the JJ/JS funds available through the Crime Commission, as well as a forum to ask questions about the application. To register for this training please contact Shawn Roberts:**

**[Shawn.Roberts@nebraska.gov](mailto:Shawn.Roberts@nebraska.gov) | (402) 471-2194**

**A Grant Writing Workshop is scheduled from 10:30 a.m. to 4:00 p.m. on Tuesday, November 8, 2011 at the State Troopers Association of Nebraska at the following location: 150 NW 40th Street Lincoln, Nebraska 68528. To register for the Keys to Successful Grant Writing portion of the workshop please register online through the UNO Juvenile Justice Website:**

**<http://www.unomaha.edu/juvenilejustice/training.php>**

**This Grant Writing workshop is the second module in the Juvenile Diversion Training Series. If you have already registered for the series, you do not need to register again. For questions on this portion of the training please contact Monica Miles-Steffens:**

**[monica@milesaheadconsult.com](mailto:monica@milesaheadconsult.com) | (402) 440-0373**

**WORKSHOP ATTENDANCE IS NOT REQUIRED TO APPLY FOR FUNDING.**

## **GENERAL GUIDELINES FOR 2012 STATE JUVENILE SERVICE GRANTS**

**AMOUNT AVAILABLE**     Approximately \$587,812

### **ELIGIBILITY**

To be eligible for Juvenile Services Grant Funds, an applicant must be one of the following:

- Community-Based Agency or Organization, including Faith-Based Organizations
- Community Team
- Political Sub-Division
- School District
- Federally or State recognized Indian Tribe

If a Community Team, without 501 (C) 3 status is interested in applying, they must seek out an eligible applicant listed above to apply on their behalf to act as the fiscal agent. The applicant could then contract with the community team to operate the project.

Eligible applicants, who are **not** non-profit agencies, may contract with non-profit agencies for the provision of services. Eligible applicants may not require the contracted agency to provide match.

### **SOURCE OF FUNDS**

Juvenile Services funds are awarded annually from amounts appropriated to the Nebraska Crime Commission by the Nebraska Legislature.

### **PROGRAM PRIORITIES**

The Juvenile Services Act was enacted to assist communities in the implementation and operation of needed programs or services for youth as identified in their *Comprehensive Juvenile Services Plan*, including, but not limited to programs for: assessment/evaluation; prevention of delinquent behavior; diversion and other alternatives to detention; shelter care; intensive juvenile probation services; restitution; family support services; community centers for the care and treatment of juveniles in need of services.

Due to the limited funds available, the NCJJ develops priorities for all funding streams, which are laid out in the 2009-2011 Three Year Statewide Plan. The NCJJ will give first priority to prevention related programs followed by alternatives to detention and community based programs. Refer to the link <http://www.dsgonline.com/> to see the variety of programs under the headings of prevention, immediate sanctions, intermediate sanctions, residential, and reentry. The NCJJ has a strong interest in funding model, best practice, evidence based or promising practice programs, however, new program ideas will be considered.

## **FUNDING LIMITATIONS**

Funds provided under the Juvenile Services Act may be used for developing programs for youth and for acquiring, developing, or improving local facilities for juveniles IF the development and use of the facilities are identified as a need in the *Comprehensive Juvenile Services Plan*.

- Funds may be requested for personnel, consultants/contracts, travel, supplies and operating expenses and equipment related to the proposed project.
- No funds awarded under the Act shall be used to acquire, develop, build, or improve local correctional facilities that are not specifically utilized for juveniles.
- Funds received by an eligible applicant under the Juvenile Services Act shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.
- Funds received under the act shall NOT be used for capital construction or the lease or acquisition of facilities unless such uses have been approved by the Nebraska Crime Commission through the grant process and Nebraska Jail Standards.
- The Nebraska Crime Commission does NOT allow grant funds for indirect costs.

## **MATCH REQUIREMENTS**

Matching funds are not required by the applicant; however, designating cash or in-kind matching funds is encouraged to show commitment by the community for the project.

## GENERAL GUIDELINES FOR 2011 FEDERAL TITLE II FORMULA GRANTS

**AMOUNT AVAILABLE:** \$510,000

### ELIGIBILITY

To be eligible for Title II formula grant funds, an applicant must be one of the following:

- State agency or state supported university;
- A unit of general local government (county, city, village, etc.) or combination thereof;
- A private non-profit agency who has requested and been denied funding by any unit of general local government or combination thereof. The agency must provide written documentation of such denial as part of the grant application. This written documentation may be achieved by submitting a letter of support/commitment from the unit of local government. Failure to provide such documentation will result in the applicant being ineligible for funding; or
- Indian tribes who perform law enforcement functions (as determined by the Secretary of the Interior) and agree to attempt to comply with the JJDP Act regarding the detention and confinement of juveniles.

Eligible applicants, who are **not** non-profit agencies, may contract with non-profit agencies for the provision of services. Eligible applicants may not require the contracted agency to provide match.

### SOURCE OF FUNDS

Title II funds are awarded annually by the Federal Government as outlined in the Juvenile Justice and Delinquency Prevention Act of 1974. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is the Federal agency that oversees the distribution and management of funds by the states. Title II funds are formula grant funds, which means the determined amount a state receives is based on a formula that includes the population of the state, juvenile population, crime statistics, etc. Congress must re-authorize the JJDP Act every year in order for this program to continue.

### PROGRAM PURPOSE

The Federal Juvenile Justice and Delinquency Prevention Act is the basis for the Title II Formula Grant program. States must be in compliance with the four core requirements of the Act (Deinstitutionalization of Status Offenders; Jail Removal; Sight and Sound Separation; Disproportionate Minority Contact) in order to receive the full formula grant allocation. For each core requirement where the state is found non-compliant, the state loses 20% of the allocation and 50% of the remaining allocation must be used to address the non-compliant area. The State of Nebraska is in full compliance, and receives the full allocation. Once a state is in full compliance, additional program priorities can be addressed as identified in the Three Year Statewide Plan.

### FUNDING PRIORITIES

The Title II formula grant program requires each state to develop a Three Year Statewide Plan that addresses the four core requirements as well as other juvenile issues in the state. As part of Nebraska's Three Year Statewide Plan for 2009-2011, the NCJJ identified the following areas that will be given priority funding consideration to insure the state remains in full compliance with the Federal JJDP Act as well as address key juvenile issues. These key issues were identified through input from practitioners, past state reports and studies, and the *Comprehensive Juvenile Services Plans* submitted by Counties across the State. The NCJJ has a strong interest in funding research/evidence based programs, however, new program ideas will be considered.

***Alternatives to Detention:*** To maintain compliance with the Deinstitutionalization of Status Offenders core requirement, many services and programs need to be maintained and developed to insure compliance. The goal is to assist communities in developing alternatives to detention programs and community based services to meet the needs of youth in the community, at various points in the system, while still having an element of accountability. Examples of programs include diversion, tracker, day reporting, electronic monitoring, mediation, restorative justice programs, and programs designed specifically for younger offenders.

***Disproportionate Minority Contact (DMC):*** States are required to study the prevalence of Disproportionate Minority Contact in the juvenile justice system as part of the fourth core requirement of the JJDP Act. Communities interested in determining points of DMC in their local system and/or developing programming to address this issue may contact Chris Harris, Compliance Monitor at the Crime Commission, at (402)471-3989 or Chris.Harris@nebraska.gov for technical assistance prior to submission of the application. Projects should be directed at local problems as identified through the DMC data collection process and may include but are not limited to:

- Developing and/or expanding alternatives to detention programs.
- Ensuring equal legal representation and system resources to economically disadvantaged youth.
- Cultural specific programs as alternatives for youth in the juvenile justice system.
- Programs addressing this issue as identified in *Comprehensive Juvenile Services Plans*.

***Systems Improvement:*** One of the goals of the NCJJ's Three Year Plan is to improve how the juvenile justice system works at the local and state level. Examples of fundable activities include:

- Implementing, enhancing, or validating standardized risk/needs assessment within the system. Use of the YLS/CMI is strongly encouraged to be consistent with state efforts.
- Implementing changes in process, procedures, or programs that address problem areas of the system as identified in the *Comprehensive Juvenile Services Plan*.
- Implementing changes in process, procedures or implementing programs that address truancy.

## **FUNDING LIMITATIONS**

- The Nebraska Crime Commission does NOT allow grant funds to be used for indirect costs.
- Funds are not generally allowed for construction. However, there are exceptions. If you are interested in information about funds for construction, call the grant administrator.
- Funds received by an eligible applicant shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.
- Federal funds CANNOT be used to match other federal funds.

## **MATCH REQUIREMENTS**

Matching funds are not required by the applicant; however, designating cash or in-kind matching funds is encouraged to show commitment by the community for the project.

## GENERAL GUIDELINES RELATING TO BOTH GRANT PROGRAMS

### COMPREHENSIVE JUVENILE SERVICES PLANS

State statute requires eligible applicants to submit a *Three Year Comprehensive Juvenile Services Plan*. To be eligible for either grant program, a county must have a current *Comprehensive Juvenile Services Plan* on file with the Nebraska Crime Commission. The application requires applicants to document how the proposed project fits into their *Comprehensive Juvenile Services Plan*. For information on counties with existing plans, contact Cindy Gans at (402) 471-3998, [Cindy.Gans@nebraska.gov](mailto:Cindy.Gans@nebraska.gov) or the Nebraska Crime Commission website: <http://www.ncc.state.ne.us/>.

### MODEL PROGRAMS

The Office of Juvenile Justice and Delinquency Prevention is a resource for research based model programs: <http://www.ojjdp.gov/mpg/>. Model and best practices can be found on the SAMHSA website: <http://nrepp.samhsa.gov/> and Blueprints website: <http://www.colorado.edu/cspv/blueprints/>.

### COMMINGLING OF FUNDS

A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds.

### ACCOUNTING REQUIREMENTS

Awarded applicants shall implement and maintain an accounting system. The system must accurately reflect income, expenditures, and documentation of expenditures. Records are to be available for monitors and audits. Awarded applicants are required to submit quarterly reports detailing their expenditures of grant and match funds.

### DISTRIBUTION OF FUNDS

The Nebraska Crime Commission is the Designated State Agency (DSA) to administer the grant programs in this application. Grants are awarded on a competitive basis to eligible applicants annually. Applications are first screened in a review process by Nebraska Crime Commission staff and Grant Review Team from which recommendations are made to the NCJJ. The NCJJ makes recommendations to the Nebraska Crime Commission for final approval. The final funding decisions are made by the Nebraska Crime Commission.

### STEP DOWN POLICY

Title II and Juvenile Services grants awarded by the Nebraska Crime Commission may be subject to a funding step down process. The NCJJ adopted this policy to ensure the continuation of juvenile programs through commitment of local efforts. The step down process is as follows:

**Level 1:** To provide sufficient time for a new program to become stable, a project may be funded at the same level of funding for not more than two (2) years, providing there are sufficient funds available and proper management of the grant.

(i.e., Year 1 funding at \$15,000; Year 2 funding at \$15,000)

**Level 2:** Continuation projects requesting funding for a third year will be reduced at 25% of the awarded amount in Level 1, providing there are sufficient funds available and proper management of the grant.

(i.e., Year 3 funding at \$11,250)



**Level 3:** Continuation projects requesting funding for a fourth year will be reduced 50% of the awarded amount in Level 1, providing there are sufficient funds available and proper management of the grant.

(i.e., Year 4 funding at \$7,500)

**Level 4:** Continuation projects requesting funding for a fifth year will be reduced 75% of the awarded amount in Level 1, providing there are sufficient funds available and proper management of the grant.

(i.e., Year 5 funding at \$3,750)

The step down policy may be waived if circumstances validate funding the program at the same or greater amount. In order for a waiver to be considered, the grant application must clearly explain and justify the need to maintain funding at the current or greater level. However, it is the policy of the NCJJ to follow the step down policy in funding recommendations.

## **OTHER REQUIREMENTS**

- **Drug Free Workplace Policy:** Each Subgrantee is required to sign a form indicating they have implemented and maintain a Drug Free Workplace Policy. If one does not exist at the time of award, the Nebraska Crime Commission policy may be adopted.
- **Debarment:** Each Subgrantee shall sign a form, which states they have not been prohibited from doing business with the Federal government.
- **Lobbying:** Each Subgrantee shall sign a form, which states that grant funds will not be used to lobby.
- **EEOP:** Federal rules govern that certain agencies have in effect an Equal Employment Opportunity Plan. Each Subgrantee shall read and sign, in the appropriate plan, the EEOP form attached to this application.
- **Cooperation:** The commitment to the project by the implementing agency and the cooperation of the other juvenile justice agencies in the community is essential to the success of the projects. Therefore, cooperation among juvenile justice agencies is required.
- **Confidentiality:** No recipient of monies or any personnel involved in the program shall use or reveal any information received from the program for any purposes other than the purpose for which such information was obtained.
- **Certified Assurances:** As recipients of federal funds, the Nebraska Crime Commission must sign and pass on certain Certified Assurances to its Subgrantee's. Each applicant shall read and sign the Certified Assurances form.
- **Performance Measures:** Upon award, applicants will be provided with federally mandated objectives, outcomes, and outputs. Subgrantees will be required to report on these data elements quarterly.

## GENERAL APPLICATION COMPLETION INSTRUCTIONS

### SECTION I. APPLICANT INFORMATION

Provide complete address information, to include address with zip code + 4 digits, phone and fax numbers, and email addresses for Project Director, Project Coordinator, Fiscal Officer, and Authorized Official. Note: the Project Director and Project Coordinator cannot be the same person; the Project Director and Fiscal Officer cannot be the same person. Answer all questions as directed.

**Q. 9:** If you are a currently funded program, apply for funding under the same grant fund and use the same project title. To assist you in knowing which program you are funded under, refer to your current grant number. Each grant number has two letters in the middle of the number. The following letter combinations correspond to the following programs:

**JJ = Title II JJDP Federal Grants      OR      JS = State Juvenile Services Grants**

**Q. 10:** Office of Justice Programs considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence requires a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change.

### SECTION II. EXECUTIVE SUMMARY

Provide a focused summary of the application. State the applicant name, agency responsible for delivering services, mission statement of the agency, problem to be addressed, the local *Comprehensive Juvenile Services Plan* need that is addressed, how the project will work, the amount of funds requested, and the amount of matching funds from the agency, the total cost of programming, and source of all funds.

### SECTION III. BUDGET SUMMARY AND CERTIFICATION

- Do not complete a narrative for the Budget Summary Page. Provide budget narratives for each budget worksheet section completed.
- Budget figures are to be provided in round numbers, no cents (i.e., \$52.14 should be rounded to \$52; \$52.72 should be rounded to \$53).
- The Budget Summary in Section III must match the Budget Worksheets and Narratives in Section X.

### SECTION IV. COMMUNITY DESCRIPTION

- Data for the juvenile population can be found on the OJJDP website at: <http://www.ojjdp.gov/ojstatbb/ezapop/> or the US Census website.
- Include information about the geographic location (i.e. part of the state, rural/urban, etc.), how community stakeholders will collaborate on the project, and any other related unique community identifiers.
- For information on DMC, go to <http://www.ojjdp.gov/dmc>, contact Chris Harris, Statewide DMC Coordinator at (402) 471-3989 or [Chris.Harris@nebraska.gov](mailto:Chris.Harris@nebraska.gov).

## SECTION V. PROBLEM STATEMENT

- Provide problem statement in the format “The problem to be addressed by this proposed project is....” Note: The problem is never a “lack of” something, a description of the proposed intervention, or related to increasing staff. The problem statement clearly explains why the applicant offers the proposed services to the target population.
- Provide **relevant** statistics for the same time period (i.e. January-December) for a three (3) year period which document the problem stated above. Statistics should be presented in a readable table format and must include numbers **and** percent of change from the first year to the third year. **NOTE: Percentages alone are not acceptable.** Provide a brief explanation of the statistics provided. Site the source of all data.
- Describe how the *Comprehensive Juvenile Services Plan* priorities fit with the proposed project.
- Explain how and which of the **40 Developmental Assets®**, as defined by the Search Institute, are targeted by the project. Do not list more than five assets. <http://www.search-institute.org/system/files/40AssetsList.pdf>

## SECTION VI. CURRENT EFFORTS

The purpose of this section is to discuss current efforts occurring in your community that address the problem statement. The proposed project should complement – not duplicate – current efforts.

## SECTION VII. PROJECT OPERATION

This section will clearly explain the full process of engagement in the proposed project – from enrollment to completion. Explain how individuals come into contact with the project, what occurs once the individuals come into contact with the project, the role and responsibilities of each position involved in the proposed project, etc. This section should include information on referral source, entrance into program to include assessments, program services, and exit/graduation from the program. Identify other agencies directly or indirectly involved in the project, their roles and responsibilities, and how coordination is achieved.

## SECTION VIII. ACTIVITY/TIMELINE

Complete the table with the requested information for significant activities of the grant. Do not include day to day operations. Examples of significant activities may include: hiring of staff, training, recruitment of youth, submission of reports to the Crime Commission, etc.

## SECTION IX. SUSTAINABILITY

Sustainability planning is vital to programs and must begin before program planning begins. Discuss sustainability planning efforts for continued financial and programmatic sustainability.

## SECTION X: BUDGET WORKSHEETS AND NARRATIVES

- If funds are not requested in a particular budget category, the applicant may delete the pages where funds are not being requested.
- Attach a budget narrative for every category where funds are requested or match is provided.
- Provide a breakdown of the cost basis for each piece of equipment.
- Sources of matching funds must be identified in the budget narratives.
- Budget figures are to be provided in round numbers, no cents (i.e., \$52.14 should be rounded to \$52; \$52.72 should be rounded to \$53).

## ***CATEGORY A – PERSONNEL***

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultants. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

**Direct Salaries:** Provide the title or position for each employee who will be involved in the project, including new positions to be filled, and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Budget and Project Narrative. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project; amount of funds being requested for the position; the amount of matching funds; and the total cost for the position.

At the bottom, enter the subtotal of the amount of funds being requested, matching funds, and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use \$9/hour multiplied by the number of hours of service to be contributed.

**Fringe Benefits:** All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080 hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns.

**Total Personnel Budget:** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the project. Also enter these totals on the "Budget Summary" pages.

**Personnel Budget Narrative:** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The budget narrative **MUST** include a breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for both the requested funds and matching funds. The budget narrative is to explain:

- If each position is existing or new, and if existing how is it not supplanting;
- If each position is full or part-time;
- How each position is relevant to the project;
- A brief description of the duties of each position; and,
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

## ***CATEGORY B - CONSULTANTS AND CONTRACTS***

**NOTE:** If more than one consultant will be used for the project, complete one budget sheet for each consultant.

**Purpose:** List the purpose for using a consultant or contractor (i.e., conduct study, facilitate support group, develop and/or present training).

**Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.

**Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.

### **Travel Expenses for the Consultant:**

- **Mileage:** List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
- **Air Fare:** List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- **Meals:** List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance in Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "total" column.
- **Lodging:** List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- **Other Costs:** List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match.
  - Enter the total cost in the "total" column.
  - For out-of-state meal and lodging rates, go to <http://www.gsa.gov/portal/category/21287>, and you will find per diem rates.

**Total Cost:** Calculate the total cost for funds requested, match provided, and total cost. Enter totals on the "Budget Summary" page.

**Consultant Budget Narrative:** A budget narrative is to be attached if funds are being requested and/or if match funds are being provided. The budget narrative is to include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The budget narrative is to explain what services and/or what product the consultant will provide, how the services or product relate to the project, and the impact on the project.

## ***CATEGORY C - TRAVEL EXPENSES***

**NOTE:** If travel expenses are needed for more than one purpose, make copies of the budget sheet and complete one for each purpose.

**Purpose:** List travel expenses by purpose (i.e., training, conference, daily travel for job). For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)

Mark the travel as local, in-state, or out-of-state.

List the title of the person who will travel.

Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.

- **Mileage:** List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
- **Air Fare:** List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- **Meals:** List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance in Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "total" column.
- **Lodging:** List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- **Other Costs:** List other anticipated costs. Enter the amount requested and the amount provided as match.
  - Enter the total cost in the "total" column.
  - For out-of-state meal and lodging rates, go to <http://www.gsa.gov/portal/category/21287>, and you will find per diem rates.

**Total Cost:** Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match, and total and enter these amounts on the "Budget Summary" page.

**Travel Budget Narrative:** For each purpose, complete a budget narrative stating the purpose, the position which will travel and how travel is necessary to the project.

## ***CATEGORY D - SUPPLIES AND OPERATING EXPENSES***

**Supplies:** This section includes office supplies, forms, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under \$300.

List items by major type (i.e., postage, forms, office supplies, training materials) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (i.e., special mailings, equipment items). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost that will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match, and total cost in the appropriate columns.

**Operating Expenses:** This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed, enter the rate or unit cost. Enter the amount of the cost requested and enter the amount provided as match. Enter the total cost in the "total" column. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match, and total costs in the appropriate columns.

**Supplies and Operating Total:** Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Also enter the totals on the "Budget Summary" page.

**Supplies/Operating Budget Narrative:** Attach a budget narrative if funds are requested or match is provided.

For supplies, explain how the cost was determined. Provide a cost breakdown of how requested and match amounts were determined. For operations, describe current expenses and how requested and match amounts were determined. Explain how the supplies and operating expenses relate to the project.

## ***CATEGORY E – EQUIPMENT***

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule, or regulation.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Equipment items costing under \$300.00 should be included in Supplies.

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Provide a breakdown of the cost basis for each piece of equipment and explanation of relevancy.

## **CATEGORY F - OTHER COSTS**

List each item and the total estimated cost with the breakdown by the amount requested, match, and total costs in the appropriate columns.

Enter the total cost for "Other". Also, enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

Explain each item requested and the breakdown of how the cost for each item was determined. Provide an explanation of how each item is relevant to the project.

## **SECTION XI. CONTINUATION INFORMATION**

Complete table as provided. This standard data should be collected for all programs.

If the proposed program has not been funded by the Nebraska Crime Commission enter "Not Applicable" on the top of the page.

## **SECTION XII. LETTERS OF COMMITMENT/SUPPORT**

All letters of commitment and support are to be submitted as part of the application. *Letters submitted separately from the application will NOT be considered.* Letters of support must be from relevant community leaders and agencies that will be affected by the proposed project. Letters of commitment should be from individuals or organizations committing staff, in-kind, or cash support, time, etc. to the project. All letters must be signed, on official letterhead, and include a timely date. Letters from participants or family members may be anonymous to protect confidentiality. Limit of 5 letters total.

## **SECTION XIII. REQUIRED FORMS**

Include ALL required forms (Budget Summary, Certified Assurances, Drug Free Workplace, Debarment, Lobbying and EEO) with appropriate signatures in the original application only – these forms may be omitted from the 10 copies of the application to conserve resources.

The following are appropriate authorized official signatures:

Counties: County Board Chair

Cities: Mayor, City Administrator

Non-Profit: Board Chair or Vice-Chair (not agency director).

State: State Agency Director



## **APPLICATION FORMAT**

- APPLICATIONS MUST BE TYPEWRITTEN.
  - **The original must be stapled and 2-hole punched at the top.**
  - The remaining **2** copies must be stapled in the upper left hand corner (2-hole punch **not** required).
- If the applicant re-creates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- The **2** copies of the application may be double sided; **the original must be single sided.**

## **LATE APPLICATIONS**

Applications received in the Nebraska Crime Commission office after the due date and time may not be considered. The Crime Commission staff highly recommends submitting the application several days before the deadline. If severe weather should occur, contact the Nebraska Crime Commission office to determine if an extension due to weather has been approved.

## **GRANT COMMENCEMENT AND DURATION**

Nebraska Crime Commission Operating Instruction #10 requires funded projects to be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. Failure to implement a project within this time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds.

State and Federal grant funds are approved for a period of twelve months. The project period for awarded grants will be July 1, 2012 – June 30, 2013, unless otherwise approved by the grant administrator. There are no guarantees of continued funding for programs. However, it is the goal of the NCJJ and Nebraska Crime Commission to continue projects that address the purpose of the state or federal program and are successful in their endeavor.

Awarded applicants are required to attend Grant Management Training and submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

## **GRANT APPROVAL TIME LINE**

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24	Oct	2011	Grant Announcement
8	Nov	2011	Grant Application & Writing Training Workshop
6	Jan	2012	Application Due Date
7-9	Feb	2012	Initial Staff Review of Applications
23	Mar	2012	Nebraska Coalition for Juvenile Justice review of Applications
	May	2012	Nebraska Crime Commission Approves Grants
	June	2012	Applicant Responds to Contingencies
	June	2012	Applicant Completes and Returns Grant Award and Special Conditions
1	July	2012	Grant Projects Begin

## **SUBMISSION OF APPLICATION**

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You must submit **all of the following below (Item #1 AND Item #2)** by 5:00 p.m. (CST) on Friday, January 6, 2012.

1. A PDF copy of your application emailed as an attachment to: [Shawn.Roberts@nebraska.gov](mailto:Shawn.Roberts@nebraska.gov)
2. One original and 2 copies to the Crime Commission:

**Submit Applications to Mailing Address:**

Nebraska Crime Commission  
P.O. Box 94946  
Lincoln, NE 68509

**Personal Delivery/Overnight:**

Nebraska Crime Commission  
5<sup>th</sup> Floor  
301 Centennial Mall South  
Lincoln, NE 68509

**Deadline:**

**Friday, January 6, 2012 by 5:00 pm CST. The original application, 2 copies and PDF must physically be in the Nebraska Crime Commission office by this deadline.** The Nebraska Crime Commission will not be held responsible for late applications due to mail service issues.

In the case of severe weather, contact the Nebraska Crime Commission office prior to attempting to deliver your application.